CHECKLIST FOR REVIEW OF AIR CONDITIONING AND MECHANICAL VENTILATION INSTALLATION

Building: _____ **Unit No:** _____

Tenant: _____

Contractor: _____

		Yes			Comments by ACEPL
A	**DRAWING STANDARD**				
1.	All drawings are legible and drawn to scale in metric units with the scale used stated clearly on plan.	☐			
2.	All drawings are complete with title block indicating the details of the tenant and contractor/ID.	☐			
3.	All floor plans and sectional view are completed with appropriate gridlines.	☐			
4.	All amendments and addition/alteration works are indicated in distinct colour except for existing works.	☐			
5.	Activities/usages of all rooms/areas/compartments are indicated on floor plan.	☐			
6.	A complete legend of symbols, abbreviations and colour schemes of fire doors and fire compartmentation are provided on plan.	☐			
7.	Schedule of equipment is indicated.	☐			
8.	All plans are endorsed by the Professional Engineer (PE).	☐			
B	**Air-Conditioning Installation**		**Yes**	**No**	
1.	Heat load calculation c/w the design parameters used are submitted.	☐			
2.	The existing air conditioning system provision are as follows:				
	☐ FCU: total cooling capacity _____ kW air flow capacity _____ CMH @ _____ Pa				
	☐ VAV Box: air flow capacity _____CMH @ _____ °C supply air temperature				
	Based on the heat load calculations, the existing A/C provision is sufficient.	☐	☐		

		Yes	NA	Comments by ACEPL
3.	FCU/AHU static loss calculations submitted.	☐	☐	
4.	Air flow rate (in CMH) are indicated for each of the A/C supply and return air diffusers.	☐		
5.	All A/C and MV ductworks are clearly indicated with size/dimension.	☐		
6.	Access panels provided for servicing and maintenance of fan coil units, VAV boxes, control panels, valves, etc. with locations clearly indicated on plan.	☐	☐	
C	**Mechanical Ventilation Installation**	**Yes**	**NA**	
1.	Air change rate calculation provided for all MV areas.	☐		
2.	Air balance calculations provided to ensure lower pressure at kitchen area.	☐		
3.	Kitchen exhaust system provided with approved UV/electronic air cleaner/activated carbon filter to eliminate grease and odour before exhaust to ambient.	☐		
4.	Calculations for kitchen exhaust flow rate for each kitchen exhaust hood submitted based on SS 553 : 2009	☐		
5.	Kitchen exhaust hood provided above heat emitting equipment (e.g. oven etc.)	☐	☐	
6.	Kitchen fresh air fan and exhaust air fan are interlocked.	☐		
7.	Fire damper provided at the mechanical ventilation ductwork passing through fire compartment walls (excluding kitchen exhaust duct)	☐	☐	
8.	Interlocking function provided between gas cut off valve and kitchen exhaust system.	☐	☐	
9.	Interlocking function to stop the kitchen exhaust system upon activation of the fire suppression system	☐	☐	

Contractor:	**Tenant:**
Name: **Contact No:**	**Name:** **Contact No:**